1st- 2010-2011 EZReports System available for data entry
  Ch5, Yr. 1 starts
  Ch4, Yr. 2 starts
15th- STPM revisions due to CEEP
30th- Deadline for all 09-10 EZReports data reporting
21st-23rd-Annual 21st CCLC Summer Institute, Washington DC (Optional ,but highly recommended)

JUNE '10

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	**15**	16	17	18	19
20	**21**	**22**	**23**	24	25	26
27	28	29	**30**			

1st- Approx. 2010-11 EZReports system opens for data entry

JULY '10

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

TBD- Start of most fall 2010 programs (grantee specific)
TBD- PD phone interviews for site visits begin
31st-All EZReports start up information due into the system.

AUGUST '10

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20th- State evaluator site visits begin
30th- Summer 2010 data due into EZReports

SEPTEMBER '10

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	**20**	21	22	23	24	25
26	27	28	29	**30**		

21st- Annual *Lights on Afterschool* awareness event (national celebration)

OCTOBER '10

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	**21**	22	23
24	25	26	27	28	29	30
31						

19th- State evaluator site visits end

NOVEMBER '10

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	**19**	20
21	22	23	24	25	26	27
28	29	30				

7th-8th-21st CCLC Program Director/Staff Training in Indianapolis- Partnership with *IYI Kids Count* Conference (required attendance)

TBD- End of most fall 2010 programs (grantee specific)

DECEMBER '10

S	M	T	W	Th	F	S
			1	2	3	4
5	6	**7**	**8**	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

TBD- Start of most spring 2011 programs (grantee specific)
14th- EZReports mid-year data due into the system

JANUARY '11

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	**14**	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TBD- Site visit results WebEx

15th-State evaluator monitoring visits begin

FEBRUARY '11

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	**15**	16	17	18	19
20	21	22	23	24	25	26
27	28					

TBD- Spring Breaks (most)

MARCH '11

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Quick Tips for the Program Director

- Be thoroughly familiar with the grant application submitted by your organization and approved by the Indiana Department of Education.
- Assure adherence to your grant.
- Approve expenditure in accordance with the approved budget.
- Meet regularly with site coordinators to ensure smooth day-to-day operation of the program.
- Visit the afterschool sites regularly.
- Evaluate the program and staff. Learn how to use EZReports and EZEval to assist you with evaluation.
- Determine staff development needs in the corporation with all staff in accordance with evaluation results.
- Arrange appropriate staff professional development.
- Develop and foster a positive afterschool to school-day staff relationship.
- Develop community relations. The community is a great resource.
- Develop a sustainability plan and work toward program sustainability over the grant period.
- Develop operational policies and practices for afterschool programs in cooperation with staff, students, and parents.

IDOE Concerns

- Project goals/objectives not met

- Change in scope of project

- Non-compliancy of data and/or deadlines

- Excessive or infrequent drawdown of funds

- Large amounts of unobligated funds at the end of a budget period

Roles

- Grantee- Implements grant project

- Partners- Support project initiatives

- IDOE/CEEP staff- Monitors all project activities

Indiana Department of Education
21st Century Community Learning Centers Program
Goals, Objectives and Performance Indicators
Appendix A

Indiana's 21st Century Community Learning Centers program will use multiple objectives and performance indicators to measure the progress of 21st CCLC grantees, as described below:

GOAL: To enable elementary and secondary schools and public or private organizations, to plan, implement, or expand extended learning opportunities for the benefit of the educational, health, social service, and cultural needs of their communities.

Objective 1 – Participants in 21st Century Community Learning Centers programs will demonstrate educational and social benefits and exhibit positive behavioral changes.

1.1 Achievement Outcomes. Increasing percentages of students regularly participating in the program will meet or exceed State and local academic achievement standards in reading and mathematics.

1.2 Behavior Outcomes. Students participating in the program will show improvements on measures such as school attendance, classroom performance, and decreased disciplinary actions or other adverse behaviors.

Objective 2 – 21st Century Community Learning Centers will offer a range of high quality educational, developmental, and recreational services.

2.1 Core educational services. More than 85 percent of Centers will offer high quality services in core academic areas, e.g., reading and literacy, mathematics, and science.

2.2 Enrichment, Literacy, and support activities. More than 85 percent of Centers will offer enrichment and support activities to students and their families in areas such as nutrition and health, art, music, technology, and recreation.

2.3 Community Involvement. Centers will establish and maintain partnerships within the community to increase levels of community collaboration.

2.4 Services to parents and other family members. More than 85 percent of centers will offer services to parents and siblings..

2.5 Extended hours. More than 75 percent of centers will offer services at least 15 hours a week on average and provide services when school is not in session, during the summer, and holidays.

Objective 3: 21st CCLC programs will serve children and family members with the greatest needs for expanded learning opportunities.

3.1 High-need communities. More than 90 percent of centers are located in high-poverty communities.

DRAFT

DATE: May 14, 2010

TO: (authorized signature)
 (name of fiscal agent)

RE: Closeout Information

This letter contains important information pertaining to your **grant closeout requirements.** Please forward these documents to the appropriate persons. **Copies should be provided, at a minimum, to the business office and to the contact person who is primarily responsible for managing the grant.**

Inventory of Equipment, Supplies and Disposition Request

In anticipation of the closeout (year end) for 21st CCLC grants, all 21st CCLC grantees must report their inventory of equipment and supplies (computer hardware and software must be included) to the Indiana Department of Education (IDOE) at the closeout of the final year of the grant. This includes all equipment, regardless of whether the equipment is classified as surplus, old, damaged etc... Grantees may request to retain the equipment and supplies if the program will be continued that provides after-school programming, or may request to transfer the equipment and supplies to another federal grant including repeat grant recipients.

Equipment Inventory and (Regardless of Cost) (Including computer hardware and software)

Serial number	Item description	Item location	Purchase Price	Percentage of 21st CCLC federal funds used for purchase	Current value	Condition – Good, Fair, Poor

Supply Inventory (Aggregate of $5000 or more)

Serial number	Item description	Item location	Purchase Price	Percentage of 21st CCLC federal funds used for purchase	Current value	Condition – Good, Fair, Poor

IDOE will file closeout inventory with all grant related documents. If you have any questions, please contact the office during the closeout year.

Authorized Signature

Date

Return Form to:
Indiana Department of Education
ATTN: Emily Garoffolo
21stCCLC Program
151 West Ohio Street
Indianapolis, IN 46204

Inventory Closeout Complete   YES ☐   NO ☐

Indiana Department of Education Signature

Date

MISCELLANEOUS

STAFFING REQUIREMENTS

IDOE's minimum staffing requirements and the duties and responsibilities of each are listed below. Agencies must ensure that all 21st CCLC program staff has sufficient time to perform these duties at a minimum. Applicants have some flexibility in the establishment of their staffing patterns. However, IDOE will review the management plan, including staffing, based on what is necessary and reasonable to implement the project and adhere to program requirements. IDOE reserves the right to require changes based on this review.

Program Director

The person will be mainly responsible for managing and implementing the educational program and budget described in the approved application to ensure that the agency meets its responsibilities to the IDOE under the grant agreement in a timely manner. Additional duties include: (Agencies have the discretion to amend the title of the program director to suit its program structure).

- Ensure implementation of approved application (monitor program/budget appropriately)
- Complete necessary reports and submit to state;
- Develop attendance policy, calendar of activities
- Supervise site coordinators, administrative staff, and program volunteers;
- Conduct program orientation for staff, parents, students, volunteers, and key program staff; Develop and maintain health and emergency plans/files
- Attend mandated program directors' meetings and required professional development trainings; and
- Ensure compliance with evaluation requirements, data entry into state data collection systems.

Site Coordinator

This position is required for each site. This person will be responsible for the daily operation, coordination and delivery of services at their respective program sites. If an agency has only one site the program may opt to hire a site coordinator to assist the director in the administration and oversight of the program. Responsibilities include:

- Ensure staff and students are assigned classrooms and have signed-in;
- Oversee drop off and pick up of students;
- Coordination and distribution of daily snacks;
- Ensure activities are delivered as intended;
- Ensure field trip activities are completed as scheduled and ensure that emergency contacts are accessible; Communicate with school day teachers for student needs

Administrative Support (optional)

This position is required for all programs. This person will be responsible for entering data into the EZ Reports data collection system, gathering registration forms, attendance sheets and other forms required by the program. Additionally, this person is responsible for other administrative tasks as deemed necessary by the Program Director.

21st Century Community Learning Centers Program
ASSURANCES

The following assurances will remain in effect for the duration of the Subgrant. The Indiana Department of Education will not require assurances with subsequent amendments to this application unless required by change in federal or state law.

The applicant assures that:

- it has the necessary legal authority to apply for and receive the proposed subgrant;
- the filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this proposal for and on behalf of the said applicant, and otherwise to act as the authorized representative of the applicant in regard to this application;
- the activities and services for which assistance is sought under this subgrant will be administered by or under the supervision and control of the applicant;
- the subgrant program will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Indiana State Board of Education and the Indiana Department of Education;
- the subgrant program will take place in a safe and easily accessible facility;
- the subgrant program will be carried out as proposed in the application;
- the subgrant program was developed and will be carried out in collaboration with schools the students attend;
- the subgrant program will primarily target students who attend schools eligible for Title I schoolwide programs and their families; or students who attend non-Title I schools that are high poverty schools;
- the funds under the subgrant program will be used to increase the level of State, local and other non-federal funds that would, in the absence of the Federal funds, be made available for authorized programs and activities, and will not supplant Federal, State, local or non-Federal funds;
- the required information and reports will be submitted as requested by the Indiana Department of Education;
- the subgrant program will comply with Education Department General Administrative Regulations (EDGAR) Part 76-State-Administered programs, Part 77-Definitions that Apply to Department Regulations, Part 80-Uniform Administrative Requirements for the Grants and Cooperative Agreements to States and Local Governments, Part 82-New Restrictions on Lobbying, Part 85, Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants), Part 99-Family Educational Rights and Privacy. (see www.ed.gov/offices/OFCO/grants/edgar.html).
- the community was given notice of the applicant's intent to submit an application; and
- after the submission, the applicant will provide for public availability and review of the application and any waiver request;
- all partners will comply with the above assurances.

_____	_____
Authorized Signature	Type name

Indiana Department of Education
SUPPORTING STUDENT SUCCESS

May 6, 2010

Grantee:

In order to best support the successes of your 21st CCLC program, IDOE will be monitoring and providing feedback of any areas of reporting that may be deficient or incomplete to date. Below you will find areas of incompletion as noted with the yellow highlight:

- ☐ **Fiscal Reporting**
- ☐ **Data Entry**
- ☐ **STPMs**
- ☐ **Training Attendance**

The following measures have been set to assure completion of requirements per your grant application. The yellow highlight indicates the measure taken. Please note that all deficient areas will be placed in your file.

- ☐ **First non-compliancy notification- (Written notification)**

- ☐ **Second non-compliancy notification- (Grantee placed on "at risk" status)**

- ☐ **Third non-compliancy notification- (Termination of grant)**

IDOE values your positive progress and student achievement outcomes with the 21st CCLC program. Please contact the office if you have any additional questions.

Best Regards,

Dre' Knox
Indiana Department of Education
Office of Integrated Services
151 West Ohio Street
Indianapolis, IN 46204